

Personnel Development Seminars (PDS)
Achievement Certificate
2003-2004

(PLEASE PRINT)

Name _____ SS # _____
Last First M

Agency _____ Classification _____

Work Location _____ Work Phone _____

E-Mail Address _____

Completion of the PDS Achievement Certificate requires the four Core Courses listed below and six PDS courses of your choice (excluding Defensive Driving; Ready, Set, Retire; Retirement Planning; Long Range; Domestic Preparedness & Other Related Training; Emergency Response to Terrorism; Fair Employment Hiring Practices; Health Information on the Internet; and Overview of Equal Opportunity Employment Law and Affirmative Action). Participants have three years from the enrollment confirmation date to complete the program. Courses taken prior to the enrollment confirmation date will not be counted toward completion of the certificate.

Record Of Completion

<u>Core Courses</u>	<u>Course Number</u>	<u>Date Taken</u>	<u>Elective Courses</u>	<u>Date Taken</u>
Achieving Communication Effectiveness (ACE)	GI 077	_____	1) _____	_____
Customer Service	QM 002	_____	2) _____	_____
Ethics in the Workplace	SC 230	_____	3) _____	_____
Human Relations Skills	SC 203	_____	4) _____	_____
			5) _____	_____
			6) _____	_____

Indicate any previous certificates completed:

ACHIEVEMENT ____/____/____ AMS ____/____/____
Completion Date Completion Date

The following signatures indicate awareness of this application and support for completion of this certificate program within three (3) years.

_____ Employee	_____ Date	_____ Department Director	_____ Date
_____ Supervisor	_____ Date	_____ Training Liaison	_____ Date

For PDS Use Only:

Date Applied _____	Date Confirmed _____	Completion Date By _____
Letter Sent _____		Certificate Sent _____